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Executive

16 May 1949

Intra-Agency Committee on Administrative Overt Procedures Recommendations.

1. The Intra-Agency Committee on Administrative Overt Procedures concurs with the Committee on Issuances of Covert Regulations in the following recommendations:

- a. A 3-post binder should be adopted.
- b. The overall security classification of the manual should be "Secret".
- c. A tab divider system should be adopted.
- d. The numbering system and page format should be identical to those recommended by the Committee on Issuances of Covert Regulations.
- e. Additions to sub-paragraphs should be incorporated by use of a decimal and the next open numerical identification.
- f. Offset reproduction should be used.
- g. All policy, instructional and procedural information of a semi-permanent or permanent nature and having general applicability should be included.
- h. Each page should be classified in accordance with the nature of its content.
- i. Administrative notices should be a separate type of issuance.

2. The Intra-Agency Committee on Administrative Overt Procedures dissents with the Committee on Issuances of Covert Regulations in that the following are Intra-Agency Committee on Administrative Overt Procedures recommendations:

- a. The subject sections should be as follows:
 - (1) Manual Instructions.
 - (2) Organization and Functions.
 - (3) Budget and Finance.
 - (4) Communications.
 - (5) Correspondence and Files.

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- (8) Personnel and Medical Services.
- (7) Supply and General Services.
- (6) Security.
- (5) Travel and Transportation.
- (10) Liaison.
- (11) Operations.

b. The divider system tabs should be white.

c. The code designation "CIA" should be used on each page denoting an agency-wide issuance. Issuances of the separate offices of CIA should bear their organizational code designation, e.g., "GRS".

d. An alphabetical subject index to category and first sub-division should be included and revised quarterly.

e. Each of eleven major subjects should be treated entirely within its own category, without reference to organizational jurisdiction.

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